

# PARENTAGE # 5 – Establishing a Parenting Plan with Acknowledgment or Judicially Established

[www.courts.wa.gov/forms](http://www.courts.wa.gov/forms)

## FORMS TO GET STARTED SETTING PARENTING PLAN AND/OR CHILD SUPPORT:

- \_\_\_ Petition for Residential Schedule/Parenting Plan or Child Support **WPF PS 15.0100**
- \_\_\_ Summons – Petition for Residential Schedule/Parent Plan or Support **WPF PS 15.0200**
- \_\_\_ Confidential Information Form **WPF DRPSCU 09.0200**
- \_\_\_ Sealed Acknowledgment/Denial of Paternity **WPF PS 15.0150** (attach a copy of **paternity affidavit or birth certificate**)
- \_\_\_ Court Certified **Judgment and Order Determining parentage** (if from another court)
- \_\_\_ Parenting Plan – Proposed **WPF PS 15.0600**
- \_\_\_ Declaration in Support of Proposed Parent Plan/Residential Schedule **WPF PS 04.0120**
- \_\_\_ Child Support Worksheets
- \_\_\_ Sealed Financial Source Documents **WPF DRPSCU 09.0220** (2 years W-2's/tax returns and 6 mos. pay stubs)
- \_\_\_ Financial Declaration **WPF DRPSCU 01.1550**
- \_\_\_ Motion and Declaration for Temporary Order **WPF PS 04.0100**
- \_\_\_ Motion/Declaration for an Order Appointing Guardian ad Litem **WPF PS 10.0800**
- \_\_\_ Order Appointing Guardian ad Litem **WPF PS 10A.0850** or **WPF PS 10B.0850**
- \_\_\_ Citation–free from facilitator w/apt or at the law library (15¢) or from the court clerk (50¢)
- \_\_\_ Joinder **WPF DRPSCU 01.0330** (if the other party is joining in the action and agrees)

If you are requesting an emergency Restraining Order you will also need the following documents. These must be turned in by 11:00 and you need to come back at 1:00 to meet with the judge:

- \_\_\_ Motion and Declaration for Ex Parte Restraining Order and Order to Show Cause **WPF PS 04.0150** (Be very specific with dates and details explaining the harm & danger.)
- \_\_\_ Ex Parte Restraining Order and Order to Show Cause **WPF PS 04.0170**
- \_\_\_ Law Enforcement Information **WPF All Cases 01.0400**
- \_\_\_ Declaration **WPF DRPSCU 01.0100** – optional form for you or another person to explain something or describe what was witnessed for the judge

## MAKE COPIES OF ALL THE FORMS AFTER YOU HAVE COMPLETED THEM

The Clerk's office will keep the original documents for your court file and you will need a set of copies for yourself and another set to serve on the other party. You must serve the Prosecuting Attorneys Office if you receive Public Assistance at 800 Franklin, #100, Vancouver WA 98660, 360-397-2265.

**FILE THE ORIGINAL DOCUMENTS** at the Clerk's office with the \$260 filing fee, No Personal Checks. Take your copies with you to stamp the case number and filed date on them.

For restraining order/show cause order requests, the paperwork must be turned in along with all other paperwork no later than 11:00 a.m. on the day you want your order to be signed by the judge. When you file the papers, ask the clerk where you need to be at 1:00 p.m. that day for signing. (Following these procedures does not guarantee that a judge will approve your request. Each case is evaluated individually on its merits.)

**SERVE THE OTHER PERSON** – (at least 10 business days before the hearing date). Personal service must be done by a person over the age of 18 and not involved in the case. The person doing service **MUST COMPLETE**:

\_\_\_ Return of Service (**WPF DRPCU 01.0250**) or their own form if using a process server

Note: If service is not done 10 business days before the hearing, you will need to have the judge sign a new Order to Show Cause to set a new court hearing date.

The other parent has 20 days to respond if personally served within Washington and 60 days if personally served outside this state.

#### **TAKE TO THE TEMPORARY COURT HEARING:**

- \_\_\_ Temporary Order **WPF PS 04.0250**
- \_\_\_ Parenting Plan - Temporary **WPF PS 15.0600**
- \_\_\_ Child Support Worksheets
- \_\_\_ Order of Child Support **WPF PS 01.0500**

#### **FORMS TO FINISH:**

- \_\_\_ Parenting Plan - Final **WPF PS 15.0600**
- \_\_\_ Child Support Worksheets
- \_\_\_ Order of Child Support **WPF PS 01.0500**
- \_\_\_ Findings of Fact and Conclusions of Law on Residential Schedule/Parent Plan or Support **WPF PS 15.0400**
- \_\_\_ Judgment and Order Establishing Residential Schedule/Parenting Plan or Child Support **WPF PS 15.0500**

If the other person did not file a response, also bring:

- \_\_\_ Motion and Declaration for Default **WPF DRPCU 03.0100**
- \_\_\_ Order of Default **WPF DRPCU 03.0200**

\_\_\_ Response to Petition **WPF PS 15.0300**

#### **HOW DO I GET A WASHINGTON BIRTH CERTIFICATE?**

Clark County Center for Community Health, Vital Records, 3rd Floor 1601 E Fourth Plain Blvd., Vancouver. For Additional information call 360-397-8414, OR go to the following web site:  
<http://www.clark.wa.gov/public-health/certificates/birth.html>